

MANAGEMENT SERVICES COMMITTEE
McHenry County Administration Building
667 Ware Road
Woodstock, IL 60098

MINUTES OF TUESDAY, OCTOBER 24, 2006

Chairman Hill called the Management Services Committee meeting to order at 8:10 a.m. The following members present: Chairman Tina Hill; Marc Munaretto; Jim Heisler; Mary Lou Zierer; Pete Merkel and Barbara Wheeler. Also in attendance: Peter Austin, County Administrator; John Labaj, Deputy County Administrator; and interested public.

	Tina Hill, Chairman	
Jim Heisler		Vacant
Pete Merkel		Marc Munaretto
Barbara Wheeler		Mary Lou Zierer

MINUTE APPROVAL

Mr. Heisler made a motion, seconded by Ms. Wheeler to recommend approval of the committee minutes from October 10, 2006 as presented. The motion carried with all members present voting aye.

PUBLIC PARTICIPATION

None

PRESENTATION

None

NEW BUSINESS

Resolution authorizing settlement of a Workers' Compensation Claim: Committee members reviewed a Resolution authorizing a settlement of a Workers' Compensation Claim. Mr. Labaj noted this claim was from a corrections officer who sustained an injury while pulling inmates apart. Mr. Munaretto made a motion, seconded by Ms. Wheeler to recommend approval of both the above Resolution as presented. The motion carried with all members present voting aye on a roll call vote (Heisler, Merkel, Munaretto, Wheeler, Zierer, Hill)

OLD BUSINESS

Purchasing Ordinance: Mr. Austin noted that the Purchasing Ordinance has been brought forward with changes for committee review. He noted there are minor changes to the ordinance. Ms. Link is unable to attend today's meeting as she is currently attending a Certificate of Need meeting for Valley Hi. The Purchasing Ordinance has been presented to the department heads for review. Mr. Austin noted that the department has suggested a waiver of the 30 day review. This would allow for the use of this ordinance on pending contracts. Committee members questioned what changes had been made to the ordinance. They noted they have not had a chance to read the ordinance and therefore could not vote on these changes at this time. Committee members requested a highlighted, strike-out document presented in order to review requested changes at the next committee meeting. They noted they could then waive the 30 day review at that time. Mr. Austin noted that most of the changes are minor and include the latest purchasing language. Committee members stated they would review the "strikeout" document at the next committee meeting.

Update – 2007 County Insurance Program: Mr. Labaj presented to committee members a list of the 2006-2007 Insurance Program. Committee members reviewed the latest changes for the costs for coverage for FY07. He noted that most of the rate remained the same or less than the previous year. He stated the changes noted are increases based on increased coverage because of the needed coverage for additional buildings and employees. Mr. Labaj reminded committee members that they have been in discussions regarding a possible Metro County Cooperative Insurance Program. He noted this would allow for pool buying power to get a group rate. A meeting has been scheduled for tomorrow with this group with pricing available at that time. He noted that the underwriting for this insurance would be based on each county's claim rate. He noted that we need to proceed cautiously. He noted there will be one more committee meeting prior to County Board approval. He noted that he would need approval of these rates at that time.

Site Analysis Update: Mr. Austin noted that we are currently 30 days into a 90 day process. He noted that other vendors have shown interest in working on the site and being a part of future projects. Mr. Austin noted that part of the future projects may include finding additional space for Highway employees. He noted that they already have space issues within their department.

Animal Control Facility Update: Chairman Hill questioned whether committee members had received their proposals for review in order to be prepared for this evenings meeting. Ms. Zierer and Mr. Heisler noted they had not received any proposals and would like copies at the end of the meeting.

Performance Contracting: Mr. Austin noted that interested firms will be visiting the courthouse in order to sharpen their proposals. He noted that we may get a better contract by bringing in these groups.

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EXECUTIVE SESSION

None

REPORTS TO COMMITTEE

Administrator: Mr. Austin noted that the completion of Valley Hi has been consuming a lot of his time. He noted they have been having a difficult time with a contractor. We have to accept the building but, because of minor issues we cannot accept the building in its current condition. He noted that most of the issues are minor, but, they still need taken care of. He noted that most of the issues include molding not matching, loose wall paper etc. He noted they are frustrated with getting the contractors to complete their tasks. He noted that they have placed a deadline of next Monday but we are currently caught between the desire to get the building into our hands and get the residents moved in and their lack of movement to complete the building. He noted there was a heated meeting after the ribbon cutting with the contractors. He stated that there are structural issues that need to be taken care of and we are working with the State's Attorney's office on these issues. We had requested the building be cleaned for the ribbon cutting and we finally had to have Facilities Management go in to clean. The cost of the cleaning will be charged to the contractor against what is owed on their contract.

Mr. Austin noted that at the Department Head meeting he has requested the Department Heads think about items they might want on their legislative agenda for the State. He noted they should think about what they would like to see as new legislative authority out of Springfield.

McCog has their legislative Breakfast Thursday morning.

Metro County is interested in getting a cigarette tax for the County's. This is being pushed by DuPage County. Mr. Austin noted the tax funds would be used for public safety.

Mr. Austin reported that the Courthouse should be completed by the 2nd – 3rd week in February. Prime Hoffman has done a great job with keeping noise levels down in the areas. They have been working nights in some areas. He noted that the next project would probably be in the Circuit Clerks area. He noted they would like the expansion as soon as possible. Project budgets will be brought forward for review. He noted they are currently working within the Court Services area trying to get carpet laid while still having a full complement of employees within the area. They are working to get carpet and painting in this area completed. Options for the East Entrance are still being reviewed.

They will be looking to recarpet the public areas. He noted they will be keeping their eyes on the budget. When the courthouse projects have been completed they will begin the Animal Control project.

The County Budget has been placed on review. He noted he has been receiving pressure from various departments to make some minor modifications to the budget and may need some small changes approved.

Mr. Austin informed committee members that he and Human Resources would be holding forums for employees for the personnel manual roll-out. The bound version will be available to employees on the 9th or 10th with forums to begin the week of the 13th. He noted there will be various ways for employees to have private access for questions. Additional information will also be placed on the employee web page for frequently asked questions. Committee members questioned whether we have buy-in for the employee manual for the elected offices. Mr. Austin noted that he believes they have approved the manual to use as a base. Two departments have stated they will not be using the manual as they already have a manual being used by their department, the Health Department and Mental Health. Committee members noted the need for the Health Department Employees to follow the County Policies. They noted they are employees of the County and get paid by the County and therefore, should follow the policies of the county. It was noted that we have a lot of Health Department issues that we need to work through. Committee members questioned whether Mr. Austin had presented this manual to the Health Board. Mr. Austin noted that no, they had stated they did not want a copy. He noted that we are working for future compliance. Committee members noted they did not feel this department should have a choice to choose. They are not an elected department. The department has an appointed head and the checks for payroll are county checks. Committee members noted the need to work to get this department into compliance.

Mr. Austin noted that additional space needs are for Turning Point. The current area will be taken over by the Circuit Clerk. This afternoon at 4:00p.m. the Imaging McHenry County final version of the summary text for Imagine McHenry County. He noted they want to present that to the whole County Board at the first meeting in November. Mr. Austin stated that the new Regional Planning Commission members should be invited to hear this presentation.

Mr. Austin noted that he has been attending a 6 week leadership course. One task involved with him coming up with measurable goals for himself. He noted he is working on a draft document for his future improvement. He noted that he hopes to have a stronger document available for use to evaluate his position.

Mr. Austin noted they are in beginning process for the Strategic Planning. He noted that he was in a recent meeting with Elizabeth Kessler from the MCCD regarding holding the planning session in their new space. He noted the County is thinking about hiring a mediator to prepare the presentation and summary work. Committee members requested that the Chairman's Report not be given at the Strategic Planning Session. They noted this is something that should be given at the County Board. They noted there is too much work to accomplish and this takes up precious time. They noted the planning session is to set goals with defined action steps to reach these goals. Committee members suggested Mr. Bernotas for this process. Other suggestions included someone that the EDC uses and someone from NIU. Committee members noted this is a good idea for a low cost consultant fee.

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Mr. Austin reported that one of the next big projects would be the integrated justice system. He noted the need for the courts and the jail to have the same technology where the systems can "talk" to each other. He noted that Mr. Kays is currently working with the system to tie it in with the State's Attorney and Public Defenders office. He noted we are targeting January to bring in firms, Information Builder's, to study what needs to be done to build a bridge between the two sides. He noted there will be another budget needed for this project. Committee members noted that when this is brought forward it will have us an opportunity to interface with outside municipalities.

Mr. Austin reported that Human Resources is working on the draft for the Water Resource Manager position. He noted they are still working to finalize this document so we can get this position advertised for. Committee members noted that the Villages are very interested in working with the County on this issue.

Mr. Austin stated that information has been placed in members boxes regarding a proposal to form a three county water authority. He noted that this was suggested in the Baxter Woodman study, but, he would like more discussion before going into this authority.

The GIS office is almost complete. Staff will be moving in the next couple of days.

At this time we have been doing crisis management for the County Clerk. It was noted that we are running out of staging area's for use. We have asked the County Clerk what she wants to do, with no answers forthcoming. Space in the employee lunchroom is being used for election judge training. He noted that we are hesitant to allow the use of this space on a permanent basis until permanent plans are in place. It was noted that this building could built out to give extra space to the County Clerk. It was noted that a whole plan is needed before any decisions can be made.

The 22nd Circuit Clerk kick off luncheon is being planned for December 4th at 10:30a.m.

Mr. Austin noted that he will be working with the appointed officials on their evaluations. Their work plans will be reviewed. He questioned committee members if there were any issues that needed to be discussed with the department heads.

Chairman Hill informed committee members that the Human Resources committee recommended the latest contract for Local 150 forwarded to the County Board for approval. She noted the union has been unwilling to negotiate and we made a fair offer for their contract so it has been forwarded on for approval. She noted that we do not want to be placed into a strike position.

Artwork Sub-Committee: Chairman Hill informed committee members that some artwork has been donated to Valley Hi. The Art Coordinator will be working with Mr. Hadley's staff to get this artwork hung at the new Valley Hi. Ms. Zierer is looking for ideas to create an area surrounding the Government Center Complex in memory for Mr. Klasen. Suggestions included a bench in front of Administration with a memorial plaque. Committee members noted this was a good idea.

Cable Commission: None

Convention & Visitors' Bureau: The CVB hosted a breakfast last Friday that was well attended.

Council of Governments: None

EDC: Mr. Munaretto noted that the EDC may hold a special meeting to make an offer to an applicant from the Elgin Chamber of Commerce to fill the position vacated by Ms. Patel. He noted he felt this person could do a good job. The EDC Legislative reception will take place at the American Bank in Woodstock on November 21st.

FUTURE TOPICS

Board Rules (revisions and amendments): A tick-list was provided to committee members for suggested changes for consideration for changes to the County Board Rules. Committee members noted that succession planning should be included in cases where both the Chairman and Vice Chairman are sick. They noted that the rules currently have a conflict that states both the Law & Justice Chair and Finance Chair would be the next in line. They stated they would also like #4 on the tick-list, amending "approval" to "denial".

Committee members questioned who was responsible for the County Yearbook. They noted the book in its current form is lacking and confusing. They noted they would like to bring it up to date and would like a more user friendly book. It was noted this is under the County Clerk and she would have to make any suggested changes.

ADJOURNMENT

The meeting adjourned at 9:20 a.m. on a motion by Ms. Wheeler, seconded by Mr. Heisler with all members present voting aye.

RECOMMENDED FOR COMMITTEE/BOARD ACTION:

Recommend approval of authorizing settlement of a Workers' Compensation Claim

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